



## FREDERICK COUNTY GOVERNMENT

### DIVISION OF PLANNING & PERMITTING

Livable Frederick Planning & Design Office

Jan H. Gardner  
County Executive

Steven C. Horn, Division Director  
Kimberly Golden Brandt, Director

### MEMORANDUM

**TO:** Historic Preservation Commission  
**FROM:** Amanda Whitmore, Historic Preservation Planner  
**DATE:** May 21, 2021  
**RE:** Update of Administrative Approvals

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#### **Issue:**

Staff has reviewed and approved one administrative Certificate of Appropriateness application for the Elisha Beall House (CR #99-01).

#### **Background and Discussion:**

Per the Frederick County Historic Preservation Commission Rules of Procedure, Section 13.4C, staff will provide an update of administrative approvals to the Commission at its monthly meeting. Exhibit 1, *Classification of Approvals by Scope of Work*, in the Rules of Procedure outlines the areas of work where administrative approval may be granted. Site Work, Paved Areas (Section II.a.i.) states that:

Construction or replacement of brick, stone, concrete, or gravel walkways, parking areas, patios, driveways or other paved areas that are not readily visible from public right-of-way and/or are compatible in materials, location and design with the visual character of the site and that do not significantly change their appearance or the material used.

An administrative Certificate of Appropriateness application was filed on May 13 to construct a new patio and walkway at the Elisha Beall House ([Attachment 1](#)). The patio will be constructed on the eastern elevation of the house, extending easterly from the rear sunroom steps out towards the yard. It will be at grade near the house and will rise approximately 22" due to the slope of the yard. A 22" wall faced with fieldstone will be constructed along the eastern side of the patio. Low shrubbery will be planted around the outer perimeter of the patio. The walkway will extend from the back porch and wrap around the eastern elevation and new addition to meet the new patio. The patio and walkway are to be laid with flagstone, similar to the flagstone utilized on the front porch and found on the rear porch and walkway that extended from the west side of the porch.

Staff found that the proposed new patio and walkway will not destroy historic materials that characterize the property and that if these new elements were removed in the future, the essential form and integrity of the property and its environment would be unimpaired. Additionally, Staff

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found that the patio and walkway are not readily visible from the public right-of-way and that the design, location, and materials are compatible with the visual character of the site. Staff approved the application on May 17 (A-COA # 21-01).

**Attachment:**

Attachment 1: Elisha Beall House Administrative Certificate of Appropriateness Application

## Office Use Only

Application # A-COA 21-01 Complete App. 05 / 13 / 2021CR # 99-01 Approved 05 / 17 / 2021APPLICATION FOR ADMINISTRATIVE APPROVAL FOR  
CERTIFICATE OF APPROVAL

Please note that upon reviewing an application for administrative approval, Staff may determine that a full application must be made to be heard at a public hearing before the HPC and cannot be administratively approved.

Address of Project: 3739 URBANA AVE

Tax Map and Parcel Number: \_\_\_\_\_

## Property Owner Information

Name DUSTY & KRISTINA POOD Name \_\_\_\_\_  
 Address 3739 URBANA AVE Address \_\_\_\_\_  
 City FREDERICK State MD Zip 21704 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Day Phone \_\_\_\_\_ Cell 301.520.8488 Day Phone \_\_\_\_\_ Cell \_\_\_\_\_  
 E-mail DPOOD@EODIGERS.COM E-mail \_\_\_\_\_

## Contractor's Information

## Applicant Information (if other than owner)

Name \_\_\_\_\_ Name \_\_\_\_\_  
 Address \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Day Phone \_\_\_\_\_ Cell \_\_\_\_\_ Day Phone \_\_\_\_\_ Cell \_\_\_\_\_  
 E-mail \_\_\_\_\_ E-mail \_\_\_\_\_

## Architect/Engineer Information

## NATURE OF PROPOSED WORK: Please check all that apply

☐ NEW CONSTRUCTION☐ EXTERIOR ALTERATION: Please check all that apply☐ doors☐ porches☐ siding☐ roof☐ windows☐ trim☐ other: \_\_\_\_\_☐ DEMOLITION (Only non-contributing resources\* will be considered with this application)☒ SITE WORK PATIO

\*Non-contributing resource is a building, site, structure, or object that does not add to the historic significance of a property or district.

**DESCRIPTION OF PROPOSED WORK:** *Please describe the proposed work in detail (Additional pages may be attached)*

PROPOSED PATIO ON EASTERN (NON-PUBLIC) SIDE OF HOME.

SEE E-MAIL TRANSMITTAL FOR ADDITIONAL DESCRIPTION?

MATERIALS

ALSO INCLUDES WALKWAY FROM NEW PATIO TO SOUTHERN STAIRS (DECK, STOOP) AND DRIVEWAY.

**SUBMITTAL REQUIREMENTS:**

At a minimum, you will need to include the following:

- Printed color photographs or digital photos of existing conditions must be submitted. Once your project is completed, photos of the completed work must be submitted within 60 days to the Historic Preservation Staff.
- Cut sheets/specifications on materials and methods to be used for the proposed replacement/repair.
- A site plan to scale indicating property lines and lot dimensions, adjacent street and curb cuts, and existing structures when proposal involves new construction, demolition, or additions.
- Elevation drawing and/or detail sketch.

Staff may request additional information as necessary to evaluate the application. Please refer to the relevant section of the *Design Guidelines* for further information on appropriate treatments.

Are there any easements or deed restrictions for the exterior of this building or the site? ☐ Yes ☐ No

If yes, submit a letter from the easement holder stating their approval of the proposed work.

**Signature of owner or authorized agent**

The applicant certifies & agrees as follows: (1) that they are authorized by the property owner to make this application; (2) that the information provided is true and correct; (3) that they will comply with all regulations and permit requirements of Frederick County which are applicable hereto; (4) that they will only perform work on the above property specifically approved; (5) that the issuance of an Administrative Certificate of Appropriateness is not an authorization to begin work, work may not commence until all necessary permits have been issued; (6) that they are authorized by the property owner to grant County officials the right to enter onto the property for the purpose of inspecting the work permitted.

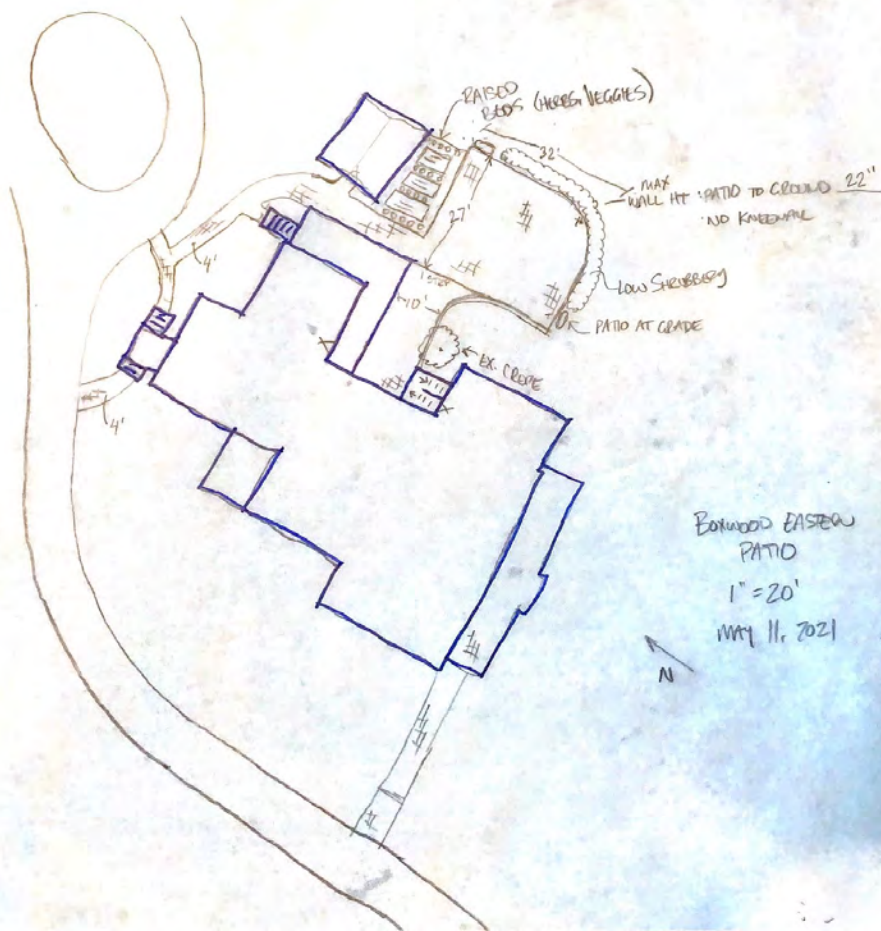
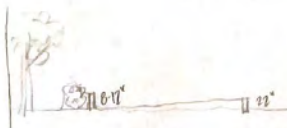
Owner/Applicant signature

M. Dwyer

Date

5/11/21





Boxwood Eastern  
PATIO  
1" = 20'  
MAY 11, 2021





















